

U.S. DEPARTMENT OF COMMERCE
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BUREAU SUBMITTING THIS PLAN

BUREAU RESTRUCTURING PLAN

BASED ON INSTRUCTIONS PROVIDED BY
THE OFFICE OF MANAGEMENT AND
BUDGET, BULLETIN 01-07

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RESPONSE TO OFFICE OF MANAGEMENT AND BUDGET BULLETIN 01-07

B. PLAN FORMAT AND OUTLINE

This plan details proposed restructuring activity in this Department of Commerce Bureau for the period between fiscal year 2003 through fiscal year 2007. During these five years, specific organizational changes are proposed in an effort to reduce the number of managers, reduce organizational layers, reduce the time it takes to make decisions, increase the span of control, and redirect positions within the agency to ensure that the largest number of employees possible are in direct service delivery positions that interact with citizens. As part of this effort, employees may require retraining or redeployment.

This plan provides an overview of specific organizational changes linked to the organization's mission through the strategic plan and annual performance plans. The report also shows when these changes are proposed during the next five fiscal years. Following that, the plan identifies and summarizes the following:

- 1) The organizational changes being proposed;
- 2) Any planned reductions in the number of managers;
- 3) Any planned elimination of organizational layers;
- 4) How these organizational changes will minimize the time it takes to make decisions or respond to customers;
- 5) Any planned increase in the span of management control. This will include any changes in the work processes of the bureau that can be streamlined to speed service delivery to customers and taxpayers;
- 6) Enhancements in competitive sourcing of functions; and
- 7) How positions within the agency may be redirected to ensure that the largest number of employees possible are in direct service delivery positions that interact with citizens. This will include changes in the staffing structure that are not captured by numbers 2 and 3 above.

The report will include an action plan for implementing these changes and identify human resources management tools and flexibilities that will be required to meet each element of the plan. If necessary, these human resource tool analyses will note when existing authorities will be insufficient to meet targets. Expected milestone and effective dates for implementation or completion of elements of the plan will be included where feasible.



In order to monitor the effectiveness of this plan, specific measures will tracked over the five-year period.

At the end of this plan, the bureau will include two sets of organizational charts. The first chart shows the current structure of the organization. This chart will be based on the organization as it stood at the end of fiscal year 2000 (September 30, 2000). The second chart will show the organization as it is projected to look at the end of fiscal year 2007.



WORKFORCE RESTRUCTURING PROPOSAL

FISCAL YEARS 2003-2007

I. OVERVIEW OF PROPOSED ORGANIZATIONAL CHANGES – FISCAL YEARS 2003 TO 2007

PART IA. SUMMARY OF BUREAU MISSION, VISION, STRATEGIC GOALS, AND PERFORMANCE OBJECTIVES

Insert a summary of the mission, vision, goals, and objectives. See Instruction IA for detailed guidance.

PART IB. SUMMARY OF ORGANIZATIONAL CHANGES COMPLETED OR UNDERWAY SINCE JANUARY 2001

Insert an overview of changes already underway or completed since January 2001. See "Instruction IB" for detailed guidance.

PART IC. SUMMARY OF WORKFORCE ANALYSIS

Insert an overview of changes or synopsis of workforce data and analyses based on information developed for previous OMB Workforce Analysis Report for the Bureau. See "Instruction IC" for detailed guidance.

PART ID. SUMMARY OF PLANNED OR PROPOSED CHANGES BETWEEN 2003 AND 2007

Insert an overview of planned or proposed organizational changes between FY 2003 & FY 2007. See "Instruction ID" for detailed guidance.



II. ACTION PLAN AND TIMELINE FOR IMPLEMENTING CHANGES

The following section outlines the action plan for implementation of this restructuring plan. The action plan provides effective dates, milestones, and targeted completion dates.

CLICK HERE AND INSERT THE TIMELINE FOR IMPLEMENTING CHANGES PLANNED FOR THIS FISCAL YEAR. SEE "INSTRUCTION II" FOR DETAILED GUIDANCE.

CLICK HERE AND INSERT THE FY 2003-2007 RECRUITMENT PLAN. SEE "INSTRUCTION II" FOR DETAILED GUIDANCE.

CLICK HERE AND INSERT THE FY 2003-2007 SUCCESSION PLAN. SEE "INSTRUCTION II" FOR DETAILED GUIDANCE.

CLICK HERE AND INSERT THE FY 2003-2007 TRAINING PLAN. SEE "INSTRUCTION II" FOR DETAILED GUIDANCE.

CLICK HERE AND INSERT THE FY 2003-2007 RETENTION PLAN. SEE "INSTRUCTION II" FOR DETAILED GUIDANCE.



III. ANTICIPATED IMPACT OF CHANGES

PART A: ELEMENTS OF THE ORGANIZATION TO BE IMPACTED

The proposed specific organizational changes described in this report are expected to have the following impacts during fiscal years 2003 through 2007.

- ☐ Reduce the Number of Managers
- ☐ Reduce Organizational Levels
- ☐ Reduce Time Taken to Make Decisions
- ☐ Increase Span of Control
- ☐ Increase Staff in Direct Service Delivery Positions
- ☐ Enhance Competitive Sourcing of Organizational Functions

PART B: DISCUSSION OF IMPACT ON THE ORGANIZATION

The elements listed above can represent either impacts or outcomes. For example, if the bureau planned to reduce organizational layers, there could conceivably be a reduction in the number of managers needed and a reduction in the time taken to make decisions. However, simply attempting to “reduce the time taken to make decisions may not, necessarily result in fewer managers, or an increased span of control.

In this section, the bureau will provide a discussion of how the specified organizational changes proposed in this report may have impact a variety of these elements.

Describe how proposed changes will create the outcomes marked in the check boxes. See "Instruction III-B" for detailed guidance.



IV. HUMAN RESOURCES MANAGEMENT TOOLS REQUIRED

PART A. HUMAN RESOURCES TOOLS CURRENTLY AVAILABLE

List the Human Resources tools available to the organization that the organization expects to utilize to carry out the proposed restructuring. See "Instruction IV-A" for detailed guidance.

PART B. NEW HUMAN RESOURCES TOOLS OR TOOLS REQUIRING APPROVAL

List the Human Resources tools that are not currently available that the organization needs to carry out the proposed restructuring. See "Instruction IV-B" for detailed guidance.



V. PROJECTED COST OR SAVINGS

Identify the expected first year cost (FY03) or anticipated savings associated with the proposed or planned restructuring activity. Provide this information at the account or program level, as appropriate. See "Instruction V" for detailed guidance.



VI. PLAN FOR MEASURING PROGRESS

The bureau will measure the progress of the restructuring proposal based on goals and performance contained in the bureau's annual performance plans. Specifically, this bureau will measure the following:

Describe the measures and metrics the organization will use to monitor success and evaluate the effectiveness of elements of the plan. See "Instruction VI" for detailed guidance.



VII. ADDITIONAL DOCUMENTS

Attach any relevant documents or additional materials that detail summary information provided in this plan. Include reports, studies, plans, proposals, etc., that further explain restructuring proposals already listed. See "Instruction VII" for detailed guidance.

